



## State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Office of Quality Assurance

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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

BOB MARTIN  
*Commissioner*

November 14, 2014

### **CERTIFIED MAIL RETURN RECEIPT REQUESTED**

Attention Laboratory Manager:

RE: January CAP PT study Announcement

For the past 12 years the State of New Jersey has contracted with Accredited PT Providers to supply Proficiency Testing (PT) Samples to businesses participating in the National Environmental Laboratory Accreditation Program (NELAP). The State is no longer administering a PT Sample Contract and businesses will be responsible for contacting PT Sample Providers to obtain their own samples. Since the Clean Air Program (CAP) PTs are not included on The NELAC Institute's Fields of Proficiency Testing they are not necessary for NELAP accreditation purposes. However, acceptable CAP PT results are necessary in order to provide data in response to New Jersey's environmental programs, and to receive a "Yes" designation in the "Eligible to Report NJ Data" on the Annual Certified Parameter List. For the lab to receive a "Yes" designation a NELAP accredited laboratory is required to pass one PT sample per parameter per year.

Businesses are required to purchase PT Samples from an A2LA or ACLASS approved PT Provider that meets the TNI requirements. Not all PT Providers are accredited for all parameters therefore you must ensure the provider you choose has the required accreditation prior to obtaining your PT samples. A list of approved PT Providers can be found in Attachment A of this letter. It can also be found at <http://www.nelac-institute.org/ptproviders.php>.

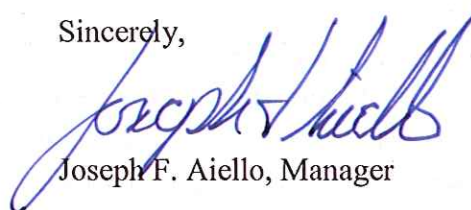
For the January Clean Air Study businesses are required to purchase and analyze PT Samples for the parameters given on the attached "CAP PT Parameter Table" (Attachment B) in which they hold New Jersey Certification. Please also note the following:

- Businesses must assure that for the January Clean Air Study the PT sample(s) are not analyzed before January 1, 2015.
- Businesses must assure that for the January Clean Air Study all PT Sample results are submitted by the PT Sample Provider to the New Jersey Department of Environmental Protection's Office of Quality Assurance (OQA) by close of business April 2, 2015.
- Businesses must report the PT Sample result with the method in which it holds certification. **If a business reports a PT Sample result with a method other than that in which it holds certification it will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.**
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- For PT Sample results that are found "Unacceptable", other enforcement actions may be taken by the NJDEP in addition to the requirement for analyzing samples in a make-up study.
- For any parameters not detected in the PT Sample the laboratory must report a result of less than the laboratory's Reporting Limit ( $< RL$ ) to get credit for the analysis of the compound. **If a non-detect is not reported as a less than value no credit will be received for the parameter.**

Additionally, laboratories shall not subcontract the analysis of any PT sample or portion of a PT sample to another laboratory. PT Samples are to be entered into the sample receipt log as samples and tracked through the analytical process as routine environmental samples. PT Samples shall not be analyzed multiple times unless routine environmental samples are analyzed multiple times. Results from multiple analyses must be calculated in the same manner as routine environmental samples. The type, composition, concentration and frequency of quality control samples analyzed with the PT Samples shall be the same as with that used for environmental samples. Also, initial and continuing calibrations shall be the same frequency as that used with routine environmental samples.

If you have any questions please contract Rachel Ellis at 609-292-3950.

Sincerely,



Joseph F. Aiello, Manager

Enclosure(s): Attachments A & B